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MEMORANDUM FOR: Deputy Director (Administration)**SUBJECT** : Administration of Travel and Transportation

REFERENCE : a. Memorandum for the Deputy Director (Administration) from the Chief of Logistics, subject: "Administration of Travel and Transportation" dated 10 September 1954.

b. Memorandum for the Assistant Director for Personnel from the Deputy Director (Administration), subject: "Administration of Travel and Transportation" dated 30 September 1954 (This reference forwarded to the Deputy Director (Administration) as an enclosure to reference "a" above).

c. Memorandum for the Deputy Director (Administration) from the Assistant Director for Personnel, subject: "Administration of Travel and Transportation" dated 21 October 1954.

1. Reference "a" is my memorandum requesting that reference "b" be approved and forwarded.

2. Reference "b" is your memorandum to the Assistant Director for Personnel requesting that his office make certain travel and transportation information available to the Logistics Office in order that both offices would be better able to discharge their responsibilities as they pertain to the administration of travel and transportation.

3. Reference "c" is the reply received from the Assistant Director for Personnel to reference "b". This reply indicates that the information requested in reference "b" is currently being reported to the Office of the Comptroller. The memorandum further suggests that the Office of the Comptroller be requested to furnish the desired information to the Chief of Logistics.

4. Informal contact with personnel of the Office of the Comptroller substantiates the fact that reports relative to travel and transportation are submitted to that office as stated in reference "c". However, the reports submitted are of individual travel and transportation transactions and are not consolidated, periodic reports.

5. Your attention is invited to the fact that the type of information requested in the enclosures to reference "b" (Tab #1 and Tab #2) is the type of statistical information previously consolidated and maintained by the Passenger Movement Branch, Transportation Division, Logistics Office when that branch was directly responsible for the function of procuring

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travel space. Such information, in substantially the form requested, provides a means for making periodic analysis of travel and transportation activities and also serves as a valuable aid in the establishment of budgetary needs as they apply to official travel and its incidental expenses.

6. The suggestion that the Office of the Comptroller be requested to furnish travel and transportation information to the Logistics Office does not appear to be practical. Such a procedure would require that office to prepare a copy of each document relating to travel and transportation for forwarding to the Logistics Office where it would have to be consolidated and filed for future reference. It is felt that the proper source for such information should be the component actually making the travel arrangements, in this case the Central Processing Branch, Office of Personnel.

7. As I have previously stated in reference "a", it is felt that the information we have asked for is necessary if this office is to properly fulfill the transportation responsibilities assigned in paragraph fifteen (15) of Agency Regulation [] dated 10 August 1954. A memorandum to the Assistant Director for Personnel requesting that our original request be favorably reconsidered has been prepared for your signature and is attached as an enclosure.

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8. In the event we are unable to obtain this information in the form we have suggested, action will be taken to request that the Office of Personnel furnish this Office one copy of each pertinent travel and shipping document in order that an appropriate consolidation can be made for required statistical and informational purposes.

JAMES A. GARRISON
Chief of Logistics

Enclosure:
Memo to AD/P

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